

U.S. Mission Guatemala

VACANCY ANNOUNCEMENT NUMBER: G16-028

OPEN TO: All Interested Candidates / All Sources

POSITION: Regional PEPFAR Coordinator

OPENING DATE: November 10, 2016

CLOSING DATE: November 23, 2016

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Fixed-term contract NTE 6 to 9 months

SALARY: *Ordinarily Resident (OR):* FSN-11: Q310,769.00 (p.a.)
Not-Ordinarily Resident (NOR): FP-4*: \$63,632.00.00 (p.a.)
*Final grade/step for NORs will be determined by Washington.

The “Open To” category listed above refers to applicants who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Guatemala is seeking eligible and qualified applicants for the position of **Regional PEPFAR Coordinator**.

BASIC FUNCTION OF POSITION

Reaching the PEPFAR Partnership Framework targets and goals of USG HIV/AIDS activities in Central America requires strong leadership skills and dynamic coordination. The incumbent is designated by the Chief of Mission (Ambassador) or his/her designate, to serve as principal point of contact and coordinator of activities related to the U.S. President’s Emergency Plan for AIDS Relief (the Emergency Plan / PEPFAR) in Central America and as a representative of Regional USG supported HIV/AIDS activities.

The U.S. Ambassador or his designee heads the in-country PEPFAR program and is the final decision-maker under PEPFAR Guidance for all program plans and activities submitted to the US Global AIDS Coordinator for approval. Working under the direction of the Ambassador or (Deputy Chief of Mission

(DCM), the Coordinator plays a critical role in the planning, implementation, and reporting of program performance of inter-agency programs. The Coordinator is, in general, not a technical director, although the Coordinator may be expected on occasion to ensure follow-up on implementation of technical recommendations based on the Regional Operational Plan (ROP) and other performance review information.

The Coordinator is a facilitator, a communicator, and at times, a negotiator. S/he works closely with all USG agencies involved in HIV/AIDS programming in Guatemala and in countries in Central America participating in the Partnership Framework and/or with USG funded HIV/AIDS activities. The Coordinator contributes to the region's National HIV/AIDS strategy, facilitating a coordinated USG HIV/AIDS response in collaboration with other donor groups and implementing partners in the region. When delegated the authority by the Ambassador, the Coordinator may represent PEPFAR with external partners including government, press, and others. The Coordinator may also represent the agencies at official meetings if so delegated by the Ambassador/DCM and/or Agencies. When the Coordinator meets with host country government counterparts, s/he should include Agency leads or, if not possible, to consult with Agency leads.

The Coordinator leads the development, preparation, and submission of the regional operational plan (ROP), semi-annual performance review (SAPR), and annual performance review (APR). The Coordinator is responsible for coordinating responses to regular and ad hoc requests from the Office of the Global AIDS Coordinator (OGAC); for ensuring that reports are submitted to OGAC on time; for organizing the logistical arrangements for inter-agency work; and for keeping all USG agencies on task.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Master's degree in public health, nursing, medicine, public policy/administration or other relevant training in international health or development is required.

2. EXPERIENCE: A minimum of five years of experience in international public health programming and/or implementation with a minimum of three years working in technical oversight, design and implementation of health programs in developing countries is required.

3. LANGUAGE: Level IV (fluent) speaking/reading/writing of Spanish is required. Level IV (Fluent) speaking/reading/writing of English is required. **(This will be tested.)**

4. SKILLS AND ABILITIES:

- Excellent management, coordination, interpersonal and teamwork skills
- Demonstrated judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.

- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Experience in operating effectively in cross-cultural environment and working within interagency setting.
- Level III Computer Skills is required (**This will be tested**).

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://guatemala.usembassy.gov/employment_opportunities.html.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4. The candidate must be able to obtain and hold **LOCAL** security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. Copy of CV;
3. Copy of national document (DPI); and
4. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office Envelope addressed to Carolina Búrbano
Mailing Address: Corner of 1a. Avenida/7a. Calle “A” zona 10, Guatemala
(correspondence booth located at the corner).
E-mail Address: GuatemalaRecruitment@state.gov (Please be advised that electronic applications will be considered only for applicants currently residing outside of the country of Guatemala. For applicants residing in Guatemala, we will not consider electronic applications, they must be delivered to the Mailing Address indicated above.)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A – DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service,

or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.